Occupy Boston Request for Cash Disbursement

REQUEST DATE _____   DATE NEEDED BY _____   Logistics sign off DATE _____

WORKGROUP _____

    Workgroup representatives making this request:

1. NAME _____   CELL_____

2. NAME _____   CELL_____

ITEMS NEEDED

    Note – logistics will first attempt to get item(s) donated before purchase authorization is made. A logistics representative needs to sign each item to indicate their workgroup was unable to get said item donated. If an item or equivalent is donated, then logistics writes "*donated*" instead of signing approval for its purchase.

Item description	Est Cost $	Place of Purchase	Logistics Signoff
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Finance workgroup representative (printed) _____

Signature of Finance workgroup representative _____ _____

Date processing completed _____